

S-E-C-R-E-T

INSTRUCTION NO.  
LI 70-16

LI 70-16  
RECORDS  
Revised 7 March 1979

SUBJECT: Processing of Information Requests Pursuant to  
the Freedom of Information Act, Privacy Act,  
Executive Order 12065

REFERENCES: a.  
b.

25X  
25X

1. GENERAL

This instruction prescribes the Office of Logistics (OL) system for responding to information requests received pursuant to the provisions of the Freedom of Information Act (FOIA), the Privacy Act (PA), and Executive Order (E.O.) 12065 (hereinafter collectively called FOIPA).

2. POLICY

The information and guidance contained in references a and b will be applied to all such requests. Most review actions will require a decision regarding the classification of pertinent documents (under E.O. 12065) and analysis of content to determine what, if any, portion of each document is releasable to the public. The Agency policy on FOIPA matters is one of compliance in both the letter and spirit of the law.

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3. RESPONSIBILITIES

- a. The Executive Officer (EO), OL, is responsible for ensuring that all persons in OL who manage records systems which are published in the Federal Register pursuant to the provisions of the PA are in compliance with the management and accountability provisions of the PA as spelled out in references a and b.
- b. EO/Records and Services Branch (R&SB) will:
  - (1) Log all FOIPA information requests received by OL, attach a review sheet (Exhibit A) thereto, and effect distribution to appropriate action components.

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- (2) Monitor the review progress and function as the focal point for all coordinations pertinent to review.
- (3) Maintain a file on all requests reviewed within OL-- upon completion of OL review, the file will contain a copy of all documents reviewed clearly indicating the identity of all reviewers and their decisions, and will appropriately index the requests so as to facilitate later retrieval and to ensure consistency with future similar requests.
- (4) Assist reviewers in the document search pertinent to each information request.
- (5) Maintain appropriate coordination with the CIA Information and Privacy Coordinator and with his staff, the Information and Privacy Staff (IPS), DDA.
- c. The Plans and Programs Staff, OL, will serve as the OL focal point on all FOIPA requests which involve another agency of the United States Government and will coordinate review with appropriate OL action components.
- d. All OL staff and division chiefs will:
  - (1) Effect timely action on all FOIPA requests received by their staff or division for review.
  - (2) Ensure that all persons within their jurisdiction who review FOIPA requests adhere to the provisions of references a and b and these instructions for each review conducted.
  - (3) Return requests reviewed to R&SB along with the review sheet appropriately annotated.

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4. REVIEW AND SANITIZATION OF DOCUMENTS

- a. Reviewers of FOIPA information requests will:
  - (1) Familiarize themselves with references a and b (legal considerations and review and sanitization procedure).

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- (2) Effect timely review and sanitization of all documents pertinent to each information request.
- b. EO/OL is the principal OL FOIPA action officer; as such, he is the final reviewer and signatory on all FOIPA requests processed by OL. EO/OL is also the action officer on all FOIPA appeals and litigation involving the OL.
- c. A commercial contractor enjoys certain proprietary, privilege, and privacy rights in his contractual relationships. To afford each contractor the option of exercising these rights, OL will provide a sanitized version of each unclassified overt [ ] contract, from which information is being sought through the FOIPA channel, to the pertinent contractor before making the information therein available to the requester. Any defense, contention, or penalty resulting from a deletion effected by a contractor is at the risk and expense of that contractor; the United States Government accepts neither responsibility nor liability therefor. The copy of the sanitized contract and related documents will be transmitted by OL to the contractor by form letter (Exhibit B) with pertinent information filled in. Exhibit C is a sample of the form letter to be used when communicating with a contractor concerning litigation involving an unclassified contract. Whenever Exhibit B or C is issued, a copy will be sent to the Office of General Counsel (OGC) as will a copy of the response from the contractor. [ ]

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5X1  
5. GENERAL GUIDANCE

- a. If an item of information is ascribable to a legally accepted exemption (see reference handbook), then it is reasonable that it be removed from the document(s) under review before delivery to IPS/DDA for public distribution.
- b. U. S. dollar amounts relating to contracts (or in contracts) will be removed from documents (under FOIA exemptions (b)(3) and (b)(4)) if the amounts tend to reveal the scope of the subject under contract or the significance placed on the accomplishment of a specific objective by the Agency.

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- d. The following records systems (which are updated only as needed) pertain to OL and were published in the Federal Register on 22 September 1977 under provisions of the Privacy Act:
- (1) Parking Permit Files - CIA 16
  - (2) Vehicle Operators Files - CIA 17
  - (3) Personal Property Claims Records - CIA 18
  - (4) Equipment and Supplies Accountability Records - CIA 19
  - (5) Logistics Security Clearance Records - CIA 20 (updated 22 January 1979 to include transfer of records to magnetic tape)
  - (6) Supplemental Personnel (Soft) Files - CIA 26

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Note: The numbers following each of the above descriptions represent the number of that particular system as published in the Federal Register.

## 6. REPORTS

Everyone who engages in any facet of FOIPA related activity, whether it be classification review, sanitizing documents, training, attending meetings, writing correspondence, etc., will report to the R&SB each week the professional and clerical time (as separate figures) spent on FOIPA activity.

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JAMES H. MCDONALD  
Director of Logistics

S-E-C-R-E-T

Date:

MEMORANDUM FOR: Chief, Records and Services Branch, EO/OL

SUBJECT: FOIPA Request Number \_\_\_\_\_

The following actions are recommended on document number \_\_\_\_\_ of subject FOIPA information request (circle numbers corresponding to appropriate statements, and insert pertinent information):

1. Releasable as is
2. Releasable with deletions indicated under exemption(s) \_\_\_\_\_
3. Deny release under exemption(s) \_\_\_\_\_
4. Coordination required with \_\_\_\_\_ prior to release
5. Brief statement of rationale for exemption(s) cited: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name and component of declassifier: \_\_\_\_\_

Name and component of reviewer: \_\_\_\_\_

Professional time expended for declassification/review: \_\_\_\_\_  
\_\_\_\_\_

Clerical time expended for declassification/review: \_\_\_\_\_  
\_\_\_\_\_

Document search time \_\_\_\_\_ GS \_\_\_\_\_ Manual ☐ or Computer ☐

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Approved For Release 2003/04/29 : CIA-RDP82-00599R000100090010-7

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SUBJECT: Processing of Information Requests Pursuant to  
the Freedom of Information Act, Privacy Act,  
Executive Order 12065 [redacted]

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REFERENCES: a. [redacted]

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b. [redacted]

### 1. GENERAL

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### 2. POLICY

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a. The Executive Officer (EO), OL, is responsible for ensuring that all persons in OL who manage records systems which are published in the Federal Register pursuant to the provisions of the PA are in compliance with the management and accountability provisions of the PA as spelled out in references a and b.

b. EO/Records and Services Branch (R&SB) will:

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JAMES H. MCDONALD  
Director of Logistics

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Date:

→ MEMORANDUM FOR: Chief, Records and Services Branch, EO/OL  
SUBJECT: FOIPA Request Number \_\_\_\_\_

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3. Deny release under exemption(s) \_\_\_\_\_
4. Coordination required with \_\_\_\_\_ prior to release
5. Brief statement of rationale for exemption(s) cited:  
\_\_\_\_\_  
\_\_\_\_\_

Name and component of declassifier: \_\_\_\_\_

Name and component of reviewer: \_\_\_\_\_

→ Professional time expended for declassification/review: \_\_\_\_\_  
\_\_\_\_\_

→ Clerical time expended for declassification/review: \_\_\_\_\_  
\_\_\_\_\_

→ Document search time \_\_\_\_\_ GS \_\_\_\_\_ Manual ☐ or Computer ☐

☐ UNCLASSIFIED☐ INTERNAL  
USE ONLY☐ CONFIDENTIAL☐ SECRET

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Revisions to LI 70-16

|  |             |                    |   |
|--|-------------|--------------------|---|
| F [redacted]   |             | EXTENSION          | NO.   |
| Plans and Programs Staff, OL                         |             | [redacted]         | DATE<br>18 FEB 1979   |
| TO: (Officer designation, room number, and building) | DATE        | OFFICER'S INITIALS | COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)   |
|  | RECEIVED    | FORWARDED          |   |
| 1. AEO/OL<br>EO/OL                                   | 15 FEB 1979 | [redacted]         | Revisions to LI 70-16 are as follows:   |
| 2.   |             |                    | 1. Reference in SUBJECT line changed from Executive Order 11652 to 12065  |
| 3. EO/RSB  |             |                    | - Added ref to [redacted] Feb 25X   |
| 4.   |             |                    | 2. Para 1: change reference from E.O. 11652 to 12065.   |
| 5.   |             |                    | 3. Para 2: change reference from E.O. 11652 to 12065.   |
| 6.   |             |                    | 4. Para 5d: change to read that updating of records is published as needed vice annually--Para 5d(5) added  |
| 7.   |             |                    | [redacted] updated 1/22/79. 25X   |
| 8.   |             |                    | 5. Para 6: added separate reporting figures for professional and clerical time spent on FOIPA.  |
| 9.   |             |                    | 6. EXHIBIT A: (a) changed address line to read C/Records and Services Branch/EO/OL vice EO/OL; (b) added lines for reporting clerical and professional time spent on FOIPA activity   |
| 10.  |             |                    | 7. Relocated classification indicators and established appropriate classification category (A9c2.12--Information concerning sterile acquisition procedures--SECRET--20 years review). |
| 11.  |             |                    | 8. Reference to [redacted] added in ref line as well as in paras 2, 3a and d, and 4a(1). 25X  |
| 12.  |             |                    |   |
| 13.  |             |                    |   |
| 14.  |             |                    |   |
| 15.  |             |                    |   |

*Flo - Please read carefully & assure yourself this meets our FOIA needs.*

*W*

☐ SECRET☐ CONFIDENTIAL☐ INTERNAL  
USE ONLY☐ UNCLASSIFIED

NOTICE TO RECIPIENTS OF REVISED LI 70-16

There were no revisions to Exhibits B and C. When filing, please remove Exhibits B and C from the old LI and attach to this revised LI 70-16.

|  |          |      |
|--|----------|------|
| <b>TRANSMITTAL SLIP</b>  |          | DATE |
| TO: OL Registry  |          |      |
| ROOM NO.   | BUILDING |      |
| REMARKS:   |          |      |
| <p>Please attach a copy of this statement to each LI when it is distributed.</p> <p>Thanks.</p> <p><i>15 copies cut in 4</i></p> |          |      |
| FROM: OL/P&PS  |          |      |
|  |          |      |

FORM NO. 241  
1 FEB 55

REPLACES FORM 36-8  
WHICH MAY BE USED.

(47)

|   |           |                 |
|---|-----------|-----------------|
| <b>TRANSMITTAL SLIP</b>   |           | DATE<br>2/22/79 |
| TO: <input type="text"/>  |           |                 |
| ROOM NO.  | BUILDING  |                 |
| REMARKS:<br><p><i>See paper clips for my additions.</i></p> <p><i>A Thruview looks a bright and should cover all our requirements.</i></p> <div style="border: 1px solid black; width: 80px; height: 40px; margin: 20px auto;"></div> |           |                 |
| FROM: <input type="text"/>  |           |                 |
| ROOM NO.  | EXTENSION |                 |

FORM NO. 241  
1 FEB 55

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(47)